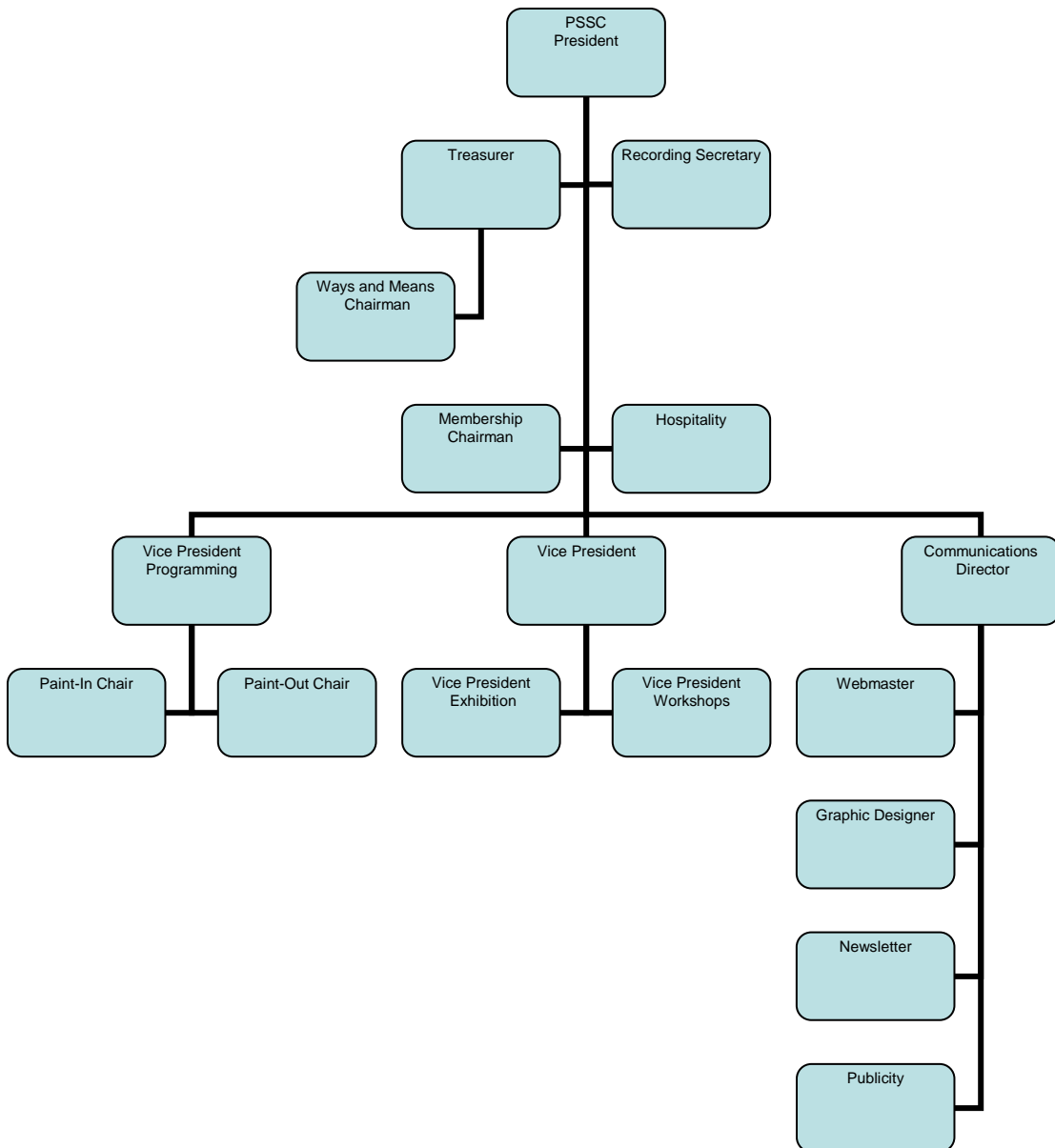


Pastel Society of Southern California Board Positions and Job Descriptions

May, 2013



PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for President
One of Corporate Directors

1. **Plan ahead for activities & events.** Anticipate what will be needed and assign tasks to Board and members at large.
2. **Plan Meetings:** In coordination with the VP of Programming, Select Dates, Arrange for Room Rental, Arrange for meeting demonstrations, and construct & print Agendas for meetings.
3. **Communicate with Members:** In coordination with the Communications Director, send Emails, Newsletter – Generate interest in attending meetings & generally market our Society.
4. **Oversee Board:** In coordination with Nomination Committee, Recruit Board member. Set up and run Board Meetings, and assign duties to various Board members.
5. **Contract** with Instructors & Meeting and Exhibition Facilities.
6. **Follow up** Board assignments to make sure the organization is running smoothly.
7. **Attend IAPS** – Maintain contact with IAPS. Ensure IAPS membership form is sent in each year.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Vice President
One of the Corporate Directors

- 1. Attend all Board/Chapter Meetings** – Ask a substitute if you will be absent.
- 2. Meet** – Be available to meet with President when needed – usually at least once a month before Board meetings.
- 3. Assist President** – Help President organize tasks and take over some tasks that will be delegated to you.
- 4. Meeting Agendas** – Help set up meeting agendas.
- 5. Coordinate the activities of the following officers/chairmen:**
 - a. 2nd Vice President Programming – Arranges for general meeting programs and meeting room rental.
 - b. 3rd Vice President Workshops – Plan & coordinate Workshops. See detailed job description.
 - c. 4th Vice president Exhibition – Oversee the planning and execution of the exhibition. See detailed job description.

PASTEL SOCIETY of SOUTHERN CALIFORNIA

Vice President – Programming

1. Selects demonstrator or other presentation for meetings, in coordination with PSSC Board. Contacts and negotiates with demonstrator for dates and fees.
2. Welcomes demonstrator and helps them get set up. Ensures they get paid and a thank you note.
3. Ensures meeting room is booked and paid for.
4. Keeps Master Calendar and coordinates with other Board members to schedule all PSSC events.

Chair of Exhibitions Responsibilities

1. Review Exhibition prospectus and make any necessary corrections. Submit to PSSC Board for approval. Make hard copies of the prospectus available at PSSC general meeting several months before the exhibition and explain the details to the membership.
2. Arrange for take-in or awards juror(s) as necessary.
3. Appoint a Take in Coordinator to receive applications and will keep a spread sheet of artists, titles, prices, etc. as well as a numbering system for the artworks.
4. Usually a workshop is held in conjunction with the exhibition, so work with the Workshop Coordinator to arrange for the workshop instructor to act as the exhibition juror, if that is the plan.
5. Along with the PSSC Board, set policy for awards, if any. If some awards will be chosen via popular choice voting, then arrange for balloting process, including numbering system and ballots and pencils for attendees.
6. Procure award ribbons.
7. Work with Ways & Means Chairman to procure products from sponsors to use for prizes or to auction/raffle for award money. Arrange for such auction or raffle.
8. Work with the Hospitality Chairman to ensure a committee is set up to plan and carry out the exhibition reception.
9. Procure event insurance in accordance with the contract with the exhibition venue, in conjunction with the PSSC Board.
10. Procure temporary alcohol beverage license for the night of the

reception, in conjunction with the PSSC Board.

11. Work with PR Officer/Corresponding Secretary to produce post cards for exhibition invitations, as well as any other publicity such as press releases, jpegs for websites, etc.
12. Ensure Take-in Coordinator and printer are communicating to produce the price list and program brochure, which should include a short bio of Juror and list of sponsors.

PASTEL SOCIETY of SOUTHERN CALIFORNIA

Vice President – Workshop Coordinator

1. Plan way in advance what workshop instructors PSSC would like to host. Using our workshop form, gather information on the requirements of each prospective teacher of our workshops. Set the dates in coordination with the rest of the PSSC Board.
2. Arrange the travel plans and room/board for the teacher, get a materials list to the participants, and generally act as liason between the teacher and members.
3. If it is an indoor workshop select and book the room and if it is outdoors, take the teacher around to sites for painting by the class.
4. Set the price of the workshop to cover costs, collect deposits and final payments from attendees.
5. Keep participant list and waiting list.
6. Work with PR Officer/Corresponding Secretary to publicize workshop.
7. Recruit other members to host some of the workshops.
8. Generally plan 2 3-day workshops per year and 2 1-day workshops.
9. The coordinator of a particular workshop receives 30% off of the workshop price to compensate for effort that may interfere with participation.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for CFO – Treasurer
One of Corporate Directors
Requires Knowledge of Excel Spreadsheet Software

1. Responsible for Society Funds.

Receives dues, workshop fees, monies from Ways & Means, deposits incoming checks and cash, writes checks for all expenses.

2. Reports income and expenses to the Board on a regular basis.

3. Files of tax returns.

4. Advises Board of fiduciary responsibilities.

5. Constructs an Annual Budget.

6. Completes Bank Reconciliations.

7. Maintains budgetary information.

8. Arranges for yearly audit of Society's books.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Recording Secretary
One of the Corporate Directors

1. Attend all Board and Chapter meetings or get a substitute.
(Correspondence Secretary?)
2. Use Agenda given out by President and meeting notes to compose and type minutes on the computer.
3. Send minutes to President and other Board members for corrections, omissions, and additions.
4. Keep a contact list on the computer of Board members for ease in sending out minutes and other communications.
5. Print corrected minutes and place in the proper binder: Board Minutes or Meeting Minutes.
6. Read back Board minutes at the next Board meeting to refresh memory of members and check to see that what we discussed last time has been taken care of.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Membership Chair

1. **Communication:** Send email notification (and US mail notification to those without email) requesting membership dues prior to the July meeting informing the membership that dues are to be paid. Follow up with a second email after the July members meeting. After that, follow up after a few months on those who have not renewed or they will be dropped from the membership roster.
2. **Dues and Membership Cards:** Membership dues are due July 1st for the fiscal year July 1 to June 30. Issue a membership card when dues are paid. If cards are not picked up by the September meeting, mail the card to the member. To participate in the yearly April PSSC Exhibition, dues must be paid by November 1 of the current fiscal year.
3. **Dues Collected:** Send monies collected to the Treasurer.
4. **Roster:** Keep a Roster of members, including address, email, phone number (home & cell), contact instructions for those without email address, and area of interest. Update the file as needed. Send the Roster to Board Members when changes occur, and prior to PSSC Board Meetings and Member Meetings.
5. **New Member Forms:** Provide a “New Member” form to persons interested in joining PSSC and to solicit new members.
6. **Welcome Package:** Send the new member a welcome package containing our PSSC brochure, membership card, pastel information, and note of thanks for joining.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA

Job Description for Communications Director (aka Corresponding Secretary) One of the Corporate Directors

1. Responsible for “the public face” of PSSC including:
 - a. Branding of PSSC and creatively promoting all PSSC events.
 - b. Publicity – newspaper & magazine press releases as well as working with graphic designer to publish collateral material such as brochures, fliers, post cards, posters, etc.
 - c. Website – coordinate with Webmaster to ensure all info on the website is up to date and that the site is consistent with branding.
 - d. Follow-up correspondence – arrange for thank you notes and follow up communications with donors, instructors, patrons, etc.

2. Responsible for communication with members.
 - a. Blog or online newsletter – arrange for monthly informative communication with members
 - b. Arrange for E-mail announcements to members as needed.
 - c. Arrange for correspondence with members who do not have e-mail.

3. Recruit help from other members to accomplish responsibilities.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Paint-Ins Chair

- 1. Locations** – Find locations to hold small group paint-ins.
- 2. Set Dates** – Try to have a paint-in on months in between meetings. Pick two during the year that you will really publicize and get good attendance.
- 3. Integrate** – Have some paid workshops given by guest Artist/Teachers and some where we just paint together without instruction. Occasionally, a model may be hired for the group to paint.
- 4. Maintain** – Keep a contact listing of those interested in paint-ins and send by email announcements of upcoming events. Communicate with this group to determine how many will attend. Keep records of attendees.
- 5. Collect** – If it is a paid workshop, collect the fee and manage the attendees if there is a class size limit. Collect money to pay for the classroom and/or model.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Paint-Outs Chair

- 1. Locations** – Find locations to hold small group paint-outs.
- 2. Set Dates** – Try to have a paint-outs on months in between meetings. Pick one or two during the year that you will really publicize ahead of time and get good attendance. Additionally, set up standing paint-out days, such as the fourth Monday of each month, etc.
- 3. Integrate** – Have some paid workshops given by guest Artist/Teachers and some where we just paint together without instruction.
- 4. Maintain** – Keep a contact listing of those interested in paint-outs and send by email announcements of upcoming events. Communicate with this group to determine how many will attend. Keep records of attendees.
- 5. Collect** – If it is a paid workshop, collect the fee and manage the attendees if there is a class size limit.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Hospitality

This person should get help with the assignments below and supervise the volunteers in doing the jobs

1. **Provide Refreshments** – Set up and make coffee for **all** PSSC events and meetings. Put out a sign-up sheet for members to record the snacks that they are willing to bring to the meeting.
2. **Shop for Necessities** – Purchase cups, napkins, stirrers, coffee, half & half, sugar, Splenda, water when necessary to replenish the box of supplies.
3. **Clean Up** – Put supplies back in boxes, clean coffee pots, and transport the boxes home and store them for the next meeting.
4. **Submit Receipts** - When making purchases of coffee or supplies, keep the receipts which are then submitted to the Treasurer for reimbursement.
5. **Contact members** to get help in setting up, cleaning up, and any other responsibilities associated with providing drinks & food at PSSC Events.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA

Job Description for Ways & Means

This Chairperson should get volunteer help from the membership at large to accomplish these tasks below and supervise the volunteers.

- 1. Fundraising** – Arrange to raise funds as required for yearly budget.
- 2. Activities Covered** - Badges, Aprons, Calendars, Ribbons, and any other items for promoting the PSSC. Solicit members to bring items to donate for the raffle.
- 3. Ordering** – Provide a sign-up sheet for people who want to order badges, collect the money, place the order, and give them out at the next meeting. Order additional aprons and other items as needed.
- 4. Selling** – Sell the aprons, badges, calendars, ribbons, and raffle tickets at the meeting at the back table where all the sign-up sheets are. Keep the money for each item separate so the Treasurer can keep accurate records.
- 5. Money Handling** – Give the monies collected to the Treasurer to be put in our bank account.
- 6. Arrange** to procure prizes/products from donors/vendors for raffles and/or prizes for exhibits.

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Webmaster

- 1. Posting** – Meeting Agendas & Dates, Exhibition Prospectus & Call for Entries, Photos & Write-ups of various PSSC Activities.

- 2. Maintain** - Update member slide show of paintings and update workshop offerings. Generally keep all information updated.

- 3. Volunteers Needed** – Ask members to submit information about activities and send photos to make the website interesting.

- 4. Coordinate** – Arrange for yearly fees to paid for the URL holder (GoDaddy) and the website host (currently squarespace.com)

PASTEL SOCIETY OF SOUTHERN CALIFORNIA
Job Description for Publicity - Graphic Design

1. Prepares and updates flyers, PSSC brochures, and post cards advertising our exhibition, as well as any other publicity publications, in a timely manner.
2. Send digital artwork to printer and arrange for pick up of printed materials and payment. This job requires graphic design skills, computer knowledge, and a rudimentary knowledge of how to prepare art for outside vendors who will do the printing.